### Financial Operations Job Family

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| 58E   | Financial Operations Management II Central Admin. | Bachelors degree 7+ years experience in accounting and finance Management experience Advanced knowledge of general accounting and finance or related field | • Manages through supervisors operations such as payroll, accounting, accounts payable, accounts receivable and/or student financial services  
• Interprets for all decentralized components of the accounting function, the company’s general accounting systems and procedures, including those for accounts receivable and payroll  
• Directs maintenance of fixed asset records and related depreciation accounts; provides interpretive assistance as to the proper capitalization/expensing of outlays and grouping of fixed assets by class, as well as depreciation methodology  
• Responsible for management and operations of exempt, staff and student payrolls, accounts payable, budgets, faculty allowances, term bills, travel, faculty appointments, accounts receivable and interdepartmental and journal transactions  
• Participates in long-term strategic plans for department  
• Manages and allocates budget, and makes budget projections | IMPACT  Moderate impact on operations, resources, or University’s reputation  
SCOPE  Manages a medium sized group of personnel for a specific segment of finance / accounting activity | RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.  
GIVEN  Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area. |